

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 February 1958

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report #5, 29 January - 4 February 1958

1. Significant Items:

Nothing to report.

2. Other Activities:

A. Intelligence Orientation

1. Intelligence Orientation #18 opened on 3 February with an enrollment of 90 students, the largest class since September 1957.

2. The staff will use the newly revised long critique form to determine student reaction to the many revisions in lectures and procedures put into operation in recent months. The form calls for ratings on the speaker's presentation as well as the content of material.

3. The Chief, OF, began a series of seminar review sessions on 30 January. This group attempt to standardize material being presented in the various seminars will be resumed upon the conclusion of the present course.

B. Exhibits

1. Various DD/I offices have scheduled approximately 55 IAC personnel to attend the Intelligence Products Exhibit on 13 February.

2. The new OSI exhibit is in the final stages of completion and will be ready for display in the 13 February exhibit.

3. [ ] has asked the Visual Aids Staff to prepare a series of charts to aid students and visitors in identifying the location of each exhibit on the floor of the auditorium.

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C. Special Activities

1. On 31 January [ ] briefed members of the Basic Management course on the contents of the two I.O. exhibits. Since the class will not be in session when the exhibits are to be presented, he extended an invitation to each student to attend on an individual basis.

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2. The I.O. staff visited two more Agency installations last week as part of its in-service training program:

a. The Intellofax system in OCR, including a tour of the Documents Division, and Machine Division, and

b. The ORR Map Library

We plan to continue these tours when the present course is completed. Tentative plans are being made to visit [ ]

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D. Housekeeping Items

1. [ ] the Visual Aids Staff have completed the installation of a 12 x 8 world map on the stage of the R&S Auditorium, to be used in conjunction with the Area Survey Lectures and other pertinent presentations. A new supporting bar has been suspended from the proscenium arch to display this chart and other visual aids.

3. Personnel Notes:

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